

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. 106 ✓

PAGE NO. 1

1. Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency

ELECTRICAL - MECHANICAL SECTION

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><b><u>PLANT FILE</u></b></p> <p>This is a general file consisting of unnumbered forms of various sizes pertaining to construction and operating equipment on all plants - Rocky Gorge, Mink Hollow, Patuxent Filtration Plant, etc. The file also consists of contracts, drawings, diagrams and literature. It is retained in this office for reference. The material is filed by plants for the years 1918 to date and occupies 6 cubic feet in the office area. There are no duplications. The annual rate of accumulation is 1/2 cubic foot.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	Approved Hall of Records Commission
2.	<p><b><u>PROJECT FILE</u></b></p> <p>This file of unnumbered forms (mostly 8 1/2" X 11") consists of correspondence on plants in the process of construction, drawings and test curves results. Most of this material is transferred to the Plant File when the construction is completed and in operation. There are no duplications. The material is filed alphabetically by Stations for the years 1951 to date and occupies 1 1/2 cubic feet in the office area.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	Approved Hall of Records Commission
3.	<p><b><u>GENERAL DATA</u></b></p> <p>This file consists of general information on equipment. The material (mostly 8 1/2" X 11") is filed alphabetically by equipment for the years 1918 to date. Also included in this file is a ledger consisting of power bills. The material occupies 1 1/2 cubic feet in the</p>	Approved Hall of Records Commission

7. Agency, Division or Bureau Representative

Signature

Supervisor - Record Survey

Title

October 21, 1954

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

11/4/54

Date

Minnie S. Radloff

Archivist

NOV 9 1954

Date

Secretary

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4. Item No.

office area. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

4.

GENERAL CORRESPONDENCE

This file consists of correspondence pertaining to all dams and plants. Included in this file are annual reports on jobs completed during the year, monthly reports on maintenance jobs, and monthly reports on radio calls taken from the daily radio call report, which is non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated code of 1951). This material is filed alphabetically, by subject, for the years 1948 to date and occupies 3 cubic feet in the office area. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN FOR THREE (3) YEARS AND THEN DESTROY.

5.

MEGGER TEST CARDS

The form E-512 (5" X 8") card, is a record of insulation testing of electrical equipment on all dams and stations. The material is filed alphabetically by stations for the years 1937 to date and occupies 1 cubic foot. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

6.

STATION PLANS

These plans (23" X 32") are used in this office for maintenance, figuring installations and construction of all dams and plants. The material is filed numerically in 19 trays (23" X 32 X 3") and is used for reference.

RECOMMENDATION: RETAIN PERMANENTLY.

7.

JOB RECORD BOOK

This form 20-3 (8½" X 11") is a record of maintenance on all plants and dams, showing the equipment installed, date, etc. The material is filed alphabetically by stations, in binders for the years 1953 to date. The annual rate of accumulation is 1 binder.

RECOMMENDATION: RETAIN PERMANENTLY.

approved Hall of  
Records Commission

approved Hall of  
Records Commission

approved Hall of  
Records Commission

approved Hall of  
Records Commission

APPROVED BY  
BOARD OF PUBLIC WORKS  
NOV 9 1954  
Date .....

*[Signature]*  
Secretary

LIST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
NO. 106

Hall of Records  
Commission

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

8.

STATION DATA

This card (5" X 8") is a record of equipment in all pumping stations, showing the model, type, size, etc. The material is filed alphabetically by stations for the years 1942 to date and occupies 1/2 cubic foot in the office area. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved Hall of  
Records Commission

NOV 9 1954

*[Signature]*